# BUSINESS ADMINISTRATION MANAGEMENT PROGRAM PLAN OF STUDY FORMS

Plan of Study - Standard Format (Sequential)

<u>Plan of Study – Alternative Format (Categorical)</u>

ACBSP	
Assoc. of Collegiate Business Schools and Programs & ccredite d	

# THREE RIVERS COMMUNITY COLLEGE PLAN OF STUDY FORM - 2011/2012

BUSINESS ADM		NAME:			
MANAGEMENT/CAREER – KB60 ASSOCIATE IN SCIENCE DEGREE		STUDENT ID#	First		Last
CREDITS REQUI Advanced Credits:		Name(s) of transfer college(s)			
Transfer Credit #CLEP/DANTI #Credit by Exa #APL Credits #Military Credi	s ES m				
# A combined max	kimum of 30 credits may be used to satist	y degree requirer	nent.		
<i>Course ID</i> SEMESTER I	Title of Course		Credits	Semester Completed	To Be Completed
ACC* K111°	Principles of Accounting I		4		
BBG* K115°	Business Software Applications		3		
ENG* K101°	Composition		3		
IDS K105°	First Year Experience		3		
MAT* K137°	Intermediate Algebra		3		
	TOTAL		16		
SEMESTER II			10		
ACC* K118°	Managerial Accounting		4		
BMG* K202°	Principles of Management		3		
COM* K173°	Public Speaking		3		
ECN* K101°	Principles of Macroeconomics		3		
	Fine Arts Elective		3		
	TOTAL		16		
SEMESTER III					
BBG* K210°	Business Communication		3		
BBG* K231°	Business Law I		3		
BMG* K205°	Quantitative Business Analysis		3		
BMG* K220°	Human Resources Management		3		
BMK* K201°	Principles of Marketing		3		
	TOTAL		16		
SEMESTER IV					
BBG* K232°	Business Law II		3		
BBG* K294°	Business Internship				
or	or		3		
	Elective from one of the following prefixes: ACC*, BBG*, BES*, BFN*, BMG*, BMK				
BMG* K210°	Organizational Behavior		3		<u> </u>
BMG* K218°	Operations Management		3		
<u></u>	Natural Sciences Elective		3-4		<u> </u>
	TOTAL		15-16		
	GRAND TOTAL		62-63		

°Course has a prerequisite. Students should check course description.

# Plan Of Study Reviewed By:

Advisor	Date
Student	Date

ACB SP Assoc. of Collegine Business Schools and Programs & corectled				COMMUNITY COLLI LAN OF STUDY FOR	
BUSINESS ADMINE MANAGEMENT/CA ASSOCIATE IN SCIE CREDITS REQUIRE Advanced Credits: Transfer Credits #CLEP/DANTES #Credit by Exam #APL Credits #Military Credits	<b>REER – KB60</b> ENCE DEGREE		ID#	rst	
# A combined maximu	um of 30 credits may be used to sat	isfy degree req	uirement.		
Course ID	Title of Course		Credits	Semester Completed	To Be Completed
GENERAL EDUCA	TION				
COM* K173°	Public Speaking		3		
ECN* K101	Principles of Macroeconomics		3		
ENG* K101°	Composition		3		
IDS K105°	First Year Experience		3		
MAT* K137°	Intermediate Algebra		3		
	Fine Arts Elective		3		
	Natural Sciences Elective		3-4		
BUSINESS CORE					
ACC* K111°	Principles of Accounting I		4		
BBG* K115°	<b>Business Software Applications</b>		3		
BBG* K231°	Business Law I		3		<u> </u>
BMG* K202°	Principles of Management		3		<u> </u>
BMK* K201°	Principles of Marketing		3		
BUSINESS SPECIALI	ZATION				

3 ACC\* K118° Managerial Accounting **Business Communication** 3 BBG\* K210° 3 BBG\* K232° Business Law II BBG\* K294° **Business Internship** 3 or Elective from one of the following prefixes; ACC\*, BBG\*, BES\*, BFN\*, BMG\*, BMK\*, HSP\* BMG\* K210° 3 Organizational Behavior 3 BMG\* K205° Quantitative Business Analysis BMG\* K218° **Operations Management** 3 BMG\* K220° Human Resources Management 3

°Course has a prerequisite. Students should check course description.

**GRAND TOTAL** 

or

### Plan Of Study Reviewed By:

Advisor	Date
Student	Date
Preliminary Graduation	n Audit Completed by:

Signature

62-63

Date

# **BUSINESS DEPARTMENT DEFINITION OF ELECTIVES**

FINE ARTS
Architecture of the World*
Art*
Art History*
Creative Writing
Graphic Arts
Music*
Human Services (except 291)
Music Cultures*
Music History*
Theatre*

#### NATURAL SCIENCE

Astronomy Biology+ Botany+ Chemistry+ Earth Science+ Ecology/Marine Ecology Environ. Sciences Geology Marine Sciences Nutrition Oceanography Physics+ PLAN OF STUDY GUIDELINES

The College reserves the right to modify this Plan of Study in subsequent academic years. Each student has the responsibility to insure that he/she completes all courses required for graduation, completes prerequisites for required courses, and completes all other requirements of the College as explained in the College Catalog.

#### ACADEMIC ADVISEMENT PROCESS

Students are required to meet with their advisor early in their first semester of enrollment. It is the student's responsibility to seek out information concerning program requirements. This may be done with the help of their advisor, the Department Chairperson, the Program Coordinator, the Counseling staff, or individual faculty members. While each student is assigned to an Academic Advisor, ultimate responsibility for meeting program requirements lies with the individual student. Students are encouraged to initiate and maintain close contact with their Academic Advisor throughout their program enrollment. A Plan of Study Form signed by a student and academic advisor or registration card signed by an academic advisor must be submitted when registering for courses until 12 credits are earned at TRCC.

#### **PROGRAM REQUIREMENTS**

Students have the option of meeting the degree or certificate program requirements listed in the College Catalog under which they initially enrolled or the requirements as listed in the current catalog. [EXCEPTION]: Students who have a two-year or more lapse in enrollment must meet the program requirements in effect at the time of re-enrollment at the College or the requirements as listed in the current catalog.

## **COURSE PREREQUISITES**

All prerequisites to courses listed in the College catalog must be met by students prior to registration in those courses. If, however, students consider that they have the equivalent of a prerequisite listed for a given course, they may present evidence to the instructor, and may register for the course if written consent is filed by the instructor in the Registrar's Office.

## **COURSE SUBSTITUTION**

Any substitution of a course or courses for those listed as requirements for a degree or certificate must be approved by either the Department Chairperson or Academic Program Coordinator and the Academic Dean. Contact your advisor or the Director of Counseling for additional information.

#### **GRADUATION REQUIREMENTS**

All students should schedule a graduation review with their Academic Advisor before registering for their final semester in a degree or certificate program. Eligible students must fill out a graduation application form and pay the appropriate fee by the date published in the academic calendar.

To be eligible for graduation with an Associate in Science, Arts or Applied Science degree or a Certificate from the College, the student must:

- 1. Fulfill all of the program course requirements in an approved program and have achieved at least a 2.0 cumulative grade point average.
  - In addition, Associate Degree candidates must complete a minimum of sixty credits in college level courses in an approved Plan of Study with no more than twelve credits carrying a "P" grade.
- 2. Successfully complete at least 50% of courses attempted. At least 25% of credits earned must have been completed at Three Rivers CC.
- 3. Fulfill all financial obligations to the institution.
- 4. Fulfill other requirements consistent with policies of the Board of Trustees which may apply.